

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 / 8	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 10-Sep-2003		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY DFAS ASD ARLINGTON 1931 JEFFERSON DAVIS HWY CRYSTAL MALL #3, SUITE 905 ARLINGTON VA 22240-5291		CODE HQ0421		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. MDA220-03-T-0030	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) 24-Jul-2003	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> X is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) 1. The purpose of this amendment is to clarify evaluation criteria and extend the date for final quotes to be submitted. Submission date of final quotes is 30 September 2003 at 4PM. 2. See attached pages for an explanation of the changes.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 10-Sep-2003	

 EXCEPTION TO SF 30
 APPROVED BY OIRM 11-84

30-105-04

 STANDARD FORM 30 (Rev. 10-83)
 Prescribed by GSA
 FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SOLICITATION/CONTRACT FORM

The required response date/time has changed from 25-Aug-2003 12:00 AM to 30-Sep-2003 04:00 PM.

The following have been added by full text:

EVALUATION CRITERIA

Changes in the solicitation are made as follows:

General Paragraphs, page 14 of the master solicitation

Paragraph 4 EVALUATION FACTORS is changed to read:

Quotes received in response to this request will be evaluated and an award made based to the Offeror whose quote will provide detailed information sufficient to enable an evaluation based on the best value criteria. The two (2) evaluation factors are Price (1), and Past Performance (2). For purposes of this evaluation, Factor two (2), Past Performance, will be considered of greater importance. More weight will be applied to past performance having similar size and scope of effort.

Past Contractual Performance

The offeror shall submit a description of no more than five of its previous Federal Government or Commercial projects/contracts, which have been performed during the past five (5) years (from date of proposal submission), and relevant to the services required in the Statement of Work (SOW). For each project/contract, explain the services the project/contract included, and explain in detail your company's role(s) and responsibilities on the project/contract. The description for each project/contract shall also include the following:

Client Name/Address
Point of Contact/telephone number
Length of servicing relationship with your firm

The offeror shall also provide the above required information for any and all contracts it has had terminated (for convenience or default) by a client in whole or in part, during the past five (5) years, to include those currently in the process of such termination.

Offerors shall provide a copy of the Past Performance Questionnaire to the point of contact cited in each of the projects/contracts referenced in the response to this solicitation document. A sample letter that may be used by the Offeror when requesting a client to complete and submit the Past Performance Questionnaire to the Defense Finance and Accounting Service Acquisition Services Directorate (DFAS ASD) is provided. Attached is a copy of the past performance questionnaire.

(Note: Project/contract information to be evaluated for past performance must have been performed by the offering company, either as the contractor or as a subcontractor. An offering company may also include project/contract information for subcontractors if the offering

company was managing the project/contract as the prime. Project/contract information on projects/contracts performed by current employees when they were employed by another company will not be considered for this evaluation. Further offerors are reminded that both independent data and data provided by offerors in their proposals may be used to evaluate offeror past performance. Since the government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The government does not assume the duty to search for data to cure problems it finds in proposals. The burden of providing thorough and complete past performance information remains with the offerors. The Government reserves the right to obtain and utilize data available in the Dun & Bradstreet Supplier Performance Review and Supplier Evaluation Report.)

Sample Client Authorization Letter

Snow and Ice Removal Limestone

[Addressee]

Dear [Client]:

We are currently responding the Defense Finance and Accounting Service Acquisition Services Directorate (DFAS ASD) RFQ No. MDA220-03-T-0030 for the procurement of Snow and Ice Removal for the DFAS installation in Limestone, Maine. The DFAS ASD is placing an emphasis in their acquisitions on past performance as a source selection factor.

The DFAS ASD has asked the offeror to send Past Performance Questionnaires to customers to complete and send to the Contracting Officer. Please complete the attached Past Performance Questionnaire and mail by (30 September 2003 4 PM) to:

DFAS ASD Arlington
Attn: Mary J. Yocum, Contracting Officer
1931 Jefferson Davis Highway
Crystal Mall 3
Suite 905A
Arlington, VA 22240-5291

If you are contacted by the DFAS ASD for information on work we have performed under contract for your organization or for clarification of your responses to the questionnaire, you are hereby authorized to respond to the DFAS ASD inquiries.

Your cooperation is appreciated. Any questions may be directed to

_____.

Sincerely,

Snow and Ice Removal Limestone

PAST PERFORMANCE QUESTIONNAIRE

SOURCE SELECTION SENSITIVE INFORMATION

(IDENTIFICATION DATA TO BE COMPLETED BY OFFEROR PRIOR TO MAILING TO REFERENCE)

Name of Offeror:

Contract Number:

Contract Title:

Contract Value:

Type of Contract: _____ **Period of Performance:** _____

The remainder of this form is to be completed by the reference and returned to DFAS ASD as instructed in the Client Authorization Letter.

PAST PERFORMANCE REFERENCE SURVEY QUESTIONNAIRE

SECTION 1

Please indicate a rating for each of the following performance factors based on the degree in which your expectations were met:

1. Delivery of product or performance of service in promised time periods.
 {4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()
2. Responsiveness to any product or service problem.
 {4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()
3. Quality, reliability and effectiveness of the products and/or services provided.
 {4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()
4. Promised total cost of product or services versus any additional incurred costs.
 {4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()
5. Technical excellence of ongoing service to support and/or enhance the purchased products or services.
 {4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()

6. Ability to deliver ordered quantities of products or services.

{4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()

7. Attitude of contractor personnel toward the customer.

{4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()

8. If the contractor used subcontracts, rate the contractor's performance in managing the subcontractors.

{4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()

9. How would you rate the contractor's overall performance on this contract?

{4}Outstanding () {3}Satisfactory () {2}Fair() {1}Poor ()

10. Would you recommend this contractor for other contracts?

YES () or NO ()

(PLEASE CONTINUE WITH SECTION 2 AND PROVIDE ANY ADDITIONAL COMMENT)

CATEGORIES OF SUPPORT PROVIDED**SECTION 2**

During the execution of work on your contract which of the following areas of support were provided:
(**Check all that apply** -- if none of the listed categories apply please indicate the general type of services provided in the comment area below.)

- ☐ Office Building Facilities Management
 - ☐ Operations of All Building Equipment and Systems Including Preventative and Corrective Maintenance
 - ☐ Janitorial/Custodial Services
 - ☐ Trash or Solid Waste Disposal/Removal
 - ☐ Pest Control
 - ☐ Mail Services/Floor Copier Services
 - ☐ Landscaping, Grounds, and Plant Maintenance
 - ☐ Snow/Ice Shoveling, Plowing, Sanding/Treatments and Removal
 - ☐ Architectural and Engineering (A&E) Design, Tenant Alterations, and Construction Projects
 - ☐ Security (Guard Services)
-

11. Remarks on outstanding performance:

(Provide data supporting this observation; you may continue on a separate sheet if needed.)

12. Remarks on unsatisfactory performance:

(Provide data supporting this observation; you may continue on separate sheet if needed.)

13. Would you do business with this firm again?

Information provided by:

Agency/Firm

Name

Title

Mailing Address

(Street and P.O. Box)

City, State and Zip Code

Telephone and Fax
Numbers

Signature of Individual Providing Information: _____

(End of Summary of Changes)